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महत्वपूर्ण/तत्काल

उत्तराखण्ड शासन  
कार्मिक, वित्त, महिला सशक्तिकरण एवं बाल विकास,  
सतर्कता, सुराज भ्रष्टाचार उन्मूलन एवं जनसेवा विभाग

संख्या: 374 / प्र.स. / पी.एस. / 2018  
देहरादून: दिनांक: 22 जनवरी, 2018

समस्त अनुभाग अधिकारी,  
कार्मिक, वित्त, महिला सशक्तिकरण बा0वि0  
सतर्कता, सुराज भ्रष्टाचार उन्मूलन एवं जनसेवा विभाग  
उत्तराखण्ड शासन।

मुख्य सचिव महोदय द्वारा निर्देशित किया गया है कि उत्तराखण्ड सरकार द्वारा जारी सभी शासनादेशों को सरकार की वेबसाइट (एन0आई0सी0 पोर्टल) पर नियमित रूप से अपलोड किया जाये। अतः अपने-अपने विभाग से सम्बन्धित सभी शासनादेश उत्तराखण्ड सरकार की वेबसाइट (एन0आई0सी0 पोर्टल) पर दिनांक 23 जनवरी, 2018 तक अपलोड कराना सुनिश्चित करें।

भवदीया,

(राधा रतूड़ी)  
प्रमुख सचिव।

श्रीमती कोठी / श्रीमती कोठी / श्रीमती कोठी  
अनुभाग अधिकारी  
कार्मिक, वित्त, महिला सशक्तिकरण बा0वि0  
सतर्कता, सुराज भ्रष्टाचार उन्मूलन एवं जनसेवा विभाग  
उत्तराखण्ड शासन।  
दिनांक: 23/01/2018

प्रेषक,

श्याम सिंह

संयुक्त सचिव

उत्तराखण्ड शासन।

सेवामें,

(उत्तराखण्ड राज्य में तैनात भारतीय प्रशासनिक सेवा के समस्त अधिकारीगण)

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.....

कार्मिक अनुभाग-3

देहरादून: दिनांक 28, दिसम्बर, 2017

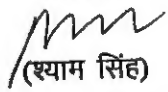
विषय- भारतीय प्रशासनिक सेवा के अधिकारियों की Performance Appraisal Report (PAR) को SPARROW Platform पर ऑनलाईन अंकित किये जाने एवं तत्सम्बन्धी समय-सारणी का अनुपालन सुनिश्चित किये जाने के सम्बन्ध में।

महोदय,

उपरोक्त विषयक स्थापना अधिकारी और अपर सचिव, कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार, नार्थ ब्लॉक, नई दिल्ली के पत्र संख्या-4/2/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 एवं पत्र संख्या-4(3)/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 व उक्त पत्रों के साथ संलग्न पत्रादि की प्रतियां संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि भारत सरकार के उक्त पत्रों में वर्णित दिशा-निर्देशानुसार भारतीय प्रशासनिक सेवा के अधिकारियों की Performance Appraisal Report (PAR) को SPARROW Platform पर ऑनलाईन अंकित किये जाने एवं तत्सम्बन्धी समय-सारणी का अनुपालन सुनिश्चित करने का कष्ट करें।

संलग्नक-यथोपरि।

भवदीय,

  
(श्याम सिंह)

संयुक्त सचिव

संख्या एवं दिनांक-तदैव।

प्रतिलिपि स्थापना अधिकारी और अपर सचिव, कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार, नार्थ ब्लॉक, नई दिल्ली को उनके पत्र संख्या-4/2/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 एवं पत्र संख्या-4(3)/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 के सन्दर्भ में सूचनार्थ प्रेषित।

(श्याम सिंह)

संयुक्त सचिव

प्रदीप कुमार त्रिपाठी  
P. K. TRIPATHI  
स्थापना अधिकारी और  
अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel.: 23092370, Fax: 23093119  
E-mail: eo@nic.in

प्र.स.क।म।क



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O. No. 4/2/2017-EO (PR)

1250  
19/12/17  
दिनांक

Dated the 8<sup>th</sup> December, 2017

Dear Sir / Madam,

Please refer to my letter of even no. dated 13<sup>th</sup> October, 2017 (copy enclosed) requesting to ensure that PARs of all the IAS officers, whether working in the Ministry/Department or in any of the organizations/institutions/office under it, are generated and completed only in SPARROW, strictly adhering to the schedule specified in the rules.

2. It is expected that by now all the Ministries/Department would have taken necessary steps in this direction. In case of any technical assistance, the support team could be contacted telephonically or through e-mail, the details in respect of which have already been provided in my last letter.

3. I shall be grateful, if a word of confirmation in respect of adopting SPARROW by the organization/institution/offices working under your Ministry is communicated to this Department at an early date.

With regards,

Encl: As above.

सं-490/मुख्य सचिव/PS/2017  
दिनांक 15/12/2017

Yours sincerely,

(P.K. Tripathi)

All the Secretaries to the Government of India.

4064/PSIC/2017  
A.S.K(M)

Copy to:

Shri Utpal Singh,  
Chief Secretary,  
Government of Uttarakhand,  
Secretariat,  
4B Shubhash Road,  
Dehradun -248001.

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1308

15/12/17

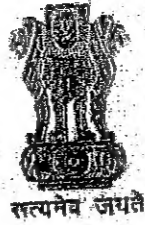
(सुपाल सिंह मनराल)  
अपर सचिव, कार्मिक,  
उत्तराखण्ड शासन।

US(P)न  
19/12/17  
(सुपाल सिंह)  
अपर सचिव  
उत्तराखण्ड शासन।

श्री सुपाल सिंह मनराल  
अपर सचिव, कार्मिक,  
उत्तराखण्ड शासन।  
Sok-3  
19-12-17  
http://persmin.gov.in



प्रदीप कुमार त्रिपाठी  
R. K. TRIPATHI  
स्थापना अधिकारी और  
अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel.: 23092370, Fax: 23093142  
E-mail : eo@nic.in



सत्यमेव जयते

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001  
Dated the 13<sup>th</sup> October, 2017

D.O. No.4/2/2017-EO (PR)

Dear Sir / Madam,

Please refer to this Department's D.O. Letter No. 4/8/2008 dated 21.4.2015 (copy enclosed) communicating the decision for mandatory online filing of PARs for the year 2014-15 onwards in respect of IAS officers.

2. It was indicated in the letter that PARs recorded manually would not be allowed to be taken on record. It has, however, been noted that manual PARs from various Ministries/Departments are still being received in DoPT. Further, the autonomous organizations/attached offices and subordinate offices of Central Ministries/Departments where no more than one or two IAS officers are posted, are also initiating manual PARs, citing the reason that they find it difficult to introduce SPARROW for one or two officers.

3. In this regard, reference is invited to Rule 4(A) of the AIS (PAR) Amendment Rules, 2017 issued vide notification dated 15.6.2017 which inter-alia lays down the following rules regarding the recording of PAR:

- PAR shall be generated and written by the officer reported upon electronically in the form as specified in rules
- Comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant.
- Political executives may record their comments manually and the PAR so recorded shall be uploaded electronically as per time frame specified in rule
- In certain cases, with the prior approval of the Government and for reasons to be recorded in writing, PAR may be generated and written manually as per the guidelines
- Prior approval of the Central Government, in consultation with DoPT, shall be taken in cases where permanent exemption from electronic filing of PAR is sought on the grounds of national security, etc. for a particular class of posts.

These rules are applicable in respect of the PARs where the officers have submitted their self-appraisal on or after 16.6.2017.

4. I would, therefore, request you to kindly ask the concerned authorities in your Ministry/Department to take necessary action on priority basis to ensure that the PARs of all the IAS officers, whether working in the Ministry/Department or in any of the organizations/institutions/offices under it, are generated and completed only in SPARROW, strictly adhering to the schedule specified in the rules. In case, any of the organizations under the Ministry are having no more than one or two officers, it is suggested that the Ministry may generate PARs in respect of such officers as the Secretary/Minister of that Ministry would be in the channel of submission of those officers as Reviewing/Accepting authority.

6. In case of any technical support with respect to operationalization of SPARROW, the support team may be contacted at e-mail id [support-sparrow@nic.in](mailto:support-sparrow@nic.in) or at the Telephone No.: 011-24305362.

With regards,

Encl: As above.

Yours sincerely,

(R.K. Tripathi)

All the Secretaries to the Government of India

पदीप कुमार त्रिपाठी  
P. K. TRIPATHI  
स्थापना अधिकारी और  
अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel.: 23092370, Fax: 23093142  
E-mail : eo@nic.in

प्रस. कार्मिक



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O. No. 4(3)/2017-EO (PR)

सं- 4900 / मुख्य सचिव / 15/12/2017  
दिनांक 15/12/2017

Dear Sir,

In terms of Rule 5(1) of AIS (PAR) Rules, 2007, if a performance appraisal report for a financial year is not recorded by 31<sup>st</sup> of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment on time.

2. As you are all aware that from the year 2013-14, the Performance Appraisal Report in respect of IAS officers are being recorded online only in SPARROW. The platform for online filing of PAR, namely, SPARROW has been designed in sync with the PAR Rules, 2007. As such, the window for online filing of PAR i.e. SPARROW, is closed on the 31<sup>st</sup> December of that year in which the financial year of that PAR ends.

3. In view of this, it is requested that all the authorities in the State Government who have been designated to record remarks in the PARs of IAS officers may be reminded of the afore-stated rule as the PARs in r.o 2016-17 would automatically get closed on 31<sup>st</sup> December, 2017 and no comments could thereafter be recorded. The political executives are exempted from online recording of PAR, however, after obtaining their comments manually, the PAR is to be uploaded in SPARROW for online disclosure, latest by 31<sup>st</sup> December, 2017.

4. It may further be added that DoPT vide its executive instructions dated 21.4.2015 had conveyed the decision that PARs for the year 2014-15 onwards are to be recorded online only. Now, vide notification dated 15.6.2017, certain amendments have been carried out in AIS(PAR) Rules, 2007, which inter-alia has laid down that the PAR shall be generated and recorded electronically only. A copy of the AIS(PAR) Amendment Rules is enclosed for ready reference. PARs which are initiated and recorded manually would be declared non-est.

5. May I request you to issue necessary directions to the concerned authorities for expediting PARs in respect of IAS officers working in the Cadre.

With warm regards,

Yours sincerely,

(P.K. Tripathi)

Encl: As above.

Shri Utpal Singh,  
Chief Secretary,  
Government of Uttarakhand,  
Secretariat,  
4B Shubhash Road,  
Dehradun -248001.

4065/PSK/2017  
A.S.K (M)

श्री रमनाथ/नारायण  
मुख्य सचिव  
स्थापना अधिकारी और  
अपर सचिव  
उत्तराखण्ड शासन

(मृपाल सिंह मगरवाल)  
अपर सचिव, कार्मिक,  
उत्तराखण्ड शासन।

18/12/17

9A

(मृपाल सिंह)  
मुख्य सचिव  
उत्तराखण्ड शासन।

http://persmin



(iv) sub-rule (7) shall be omitted.

5. In the said rules, in rule 6, sub-rule (4) shall be omitted.

6. In the said rules, in rule 7, sub-rule (2) shall be omitted.

7. In the said rules, after rule 7, the following rules shall be inserted, namely:—

**"7A. Restriction on reporting authority, etc. in certain cases.** - Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or accepting authority to write a performance appraisal report where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office.

*Explanation.*— For the purposes of this rule,—

(a) a Minister shall not be deemed to have demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office;

(b) a Minister shall be deemed to have demitted the office where, pursuant to fresh elections, a new Council of Ministers has been reconstituted, even if the Minister who was in the earlier Council of Ministers finds a place in the new Council of Ministers with the same or different portfolio.

**7B. Treating performance appraisal report as non-est.** - The performance appraisal report, not recorded in terms of the provisions of these rules and instructions issued thereunder, shall be treated as non-est:

Provided that all the performance appraisal reports filed manually without approval of the Government to do so shall be treated as non-est."

8. In the said rules, in rule 9, —

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

"(1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed electronically to the officer reported upon, after finalisation by the accepting authority except in the cases where it is generated manually, to enable the officer reported upon to represent his case."

(ii) for sub-rule (4), the following sub-rule shall be substituted, namely:—

"(4) The accepting authority shall within fifteen days from the date of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments and the comments of reporting and reviewing authority are required to be sought even if they have retired or demitted or relinquished office, and in case the comments of reporting and reviewing authority are not received within fifteen days from the date of receipt, it shall be presumed that reporting and reviewing authority have no comments to offer."

(iii) for sub-rule (7), the following sub-rules shall be substituted, namely:—

"(7) If the accepting authority is of a level below the Minister in the State or in the Central Government, then the competent authority to decide the representation shall be one level higher than the accepting authority and in such cases the accepting authority shall forward the comments of the officer reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority, and the comments of the accepting authority are required to be sought even if he has retired or demitted or relinquished office.

(7A) The competent authority shall consider the comments of the officer reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.

(7B) If the accepting authority is the Minister in the State (including the Chief Minister) or the Minister in the Centre, then the competent authority to decide the representation will be the accepting authority himself and in such cases the accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may

accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority, and the comments of the reporting and the reviewing authority are required to be sought even if he has retired or demitted or relinquished office.

(7C) If the competent authority has not seen the work for the reporting period, the representation shall be referred to the Referral Board."

(iv) in sub-rule (9), in clause (a), for the words "and the accepting authority", the words "the accepting authority and the competent authority" shall be substituted;

(v) after clause (b) of sub-rule (9), the following proviso shall be inserted, namely: -

" Provided that where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, the Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report. Including the overall grade and the decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board."

9. In the said rules, for rule 10, the following rule shall be substituted, namely:-

"10. Memorial against assessment. - Nothing in these rules shall be deemed to preclude an officer from making a memorial within the period of ninety days to the President on the performance appraisal report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969;

Provided that in cases where due to unavoidable circumstances it is not possible to make a memorial under these rules within the said period of ninety days, the competent authority may relax the timeline for submission of the memorial."

[F. No. 11059/01/2016-AIS-III]

RAJESH KUMAR YADAV, Under Secy. (Services)

Note: The principal rules were published in the Gazette of India, vide number G.S.R. 197(E), dated the 14th March, 2007 and were subsequently amended as under:-

- (i) G.S.R. 296 (E), dated 16th April, 2007;
- (ii) G.S.R. 236 (E), dated 31st March, 2008;
- (iii) Notification No. 11059/06/2010-AIS(III), dated the 22nd December, 2010;
- (iv) Notification No. 11059/03/2012-AIS(III), dated the 19th February, 2013.

RAKESH SUKUL

Digitally signed by RAKESH SUKUL  
Date: 2017.06.19 18:31:27 +05'30'

प्रेषक,

श्याम सिंह

संयुक्त सचिव

उत्तराखण्ड शासन।

सेवामें,

(उत्तराखण्ड राज्य में तैनात भारतीय प्रशासनिक सेवा के समस्त अधिकारीगण)

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कार्मिक अनुभाग-3

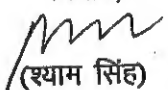
देहरादून: दिनांक 28, दिसम्बर, 2017

विषय- भारतीय प्रशासनिक सेवा के अधिकारियों की Performance Appraisal Report (PAR) को SPARROW Platform पर ऑनलाईन अंकित किये जाने एवं तत्सम्बन्धी समय-सारणी का अनुपालन सुनिश्चित किये जाने के सम्बन्ध में।

महोदय,

उपरोक्त विषयक स्थापना अधिकारी और अपर सचिव, कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार, नार्थ ब्लॉक, नई दिल्ली के पत्र संख्या-4/2/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 एवं पत्र संख्या-4(3)/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 व उक्त पत्रों के साथ संलग्न पत्रादि की प्रतियां संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि भारत सरकार के उक्त पत्रों में वर्णित दिशा-निर्देशानुसार भारतीय प्रशासनिक सेवा के अधिकारियों की Performance Appraisal Report (PAR) को SPARROW Platform पर ऑनलाईन अंकित किये जाने एवं तत्सम्बन्धी समय-सारणी का अनुपालन सुनिश्चित करने का कष्ट करें।

संलग्नक-यथोपरि।

भवदीय,  
  
(श्याम सिंह)  
संयुक्त सचिव

संख्या एवं दिनांक-तदैव।

प्रतिलिपि स्थापना अधिकारी और अपर सचिव, कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, भारत सरकार, नार्थ ब्लॉक, नई दिल्ली को उनके पत्र संख्या-4/2/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 एवं पत्र संख्या-4(3)/2017-EO (PR), दिनांक 08 दिसम्बर, 2017 के सन्दर्भ में सूचनार्थ प्रेषित।

(श्याम सिंह)  
संयुक्त सचिव



प्रदीप कुमार त्रिपाठी  
P. K. TRIPATHI  
स्थापना अधिकारी और  
अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel.: 23092370, Fax: 23093192  
E-mail : eo@nic.in

य.स.क।मि.क

(एम.एल.ओ. ऑफिस)

मुख्य सचिव - मुख्य सचिव  
उत्तराखण्ड शासन



सत्यमेव जयते

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O. No. 4/2/2017-EO (PR)

1250  
19/12/17  
दिनांक

Dated the 8<sup>th</sup> December, 2017

Dear Sir / Madam,

Please refer to my letter of even no. dated 13<sup>th</sup> October, 2017 (copy enclosed) requesting to ensure that PARs of all the IAS officers, whether working in the Ministry/Department or in any of the organizations/institutions/office under it, are generated and completed only in SPARROW, strictly adhering to the schedule specified in the rules.

2. It is expected that by now all the Ministries/Department would have taken necessary steps in this direction. In case of any technical assistance, the support team could be contacted telephonically or through e-mail, the details in respect of which have already been provided in my last letter.

3. I shall be grateful, if a word of confirmation in respect of adopting SPARROW by the organization/institution/offices working under your Ministry is communicated to this Department at an early date.

With regards,

Encl: As above.

सं- 490/मुख्य सचिव/PS/2017  
दिनांक 15/12/17

Yours sincerely,

(P.K. Tripathi)

All the Secretaries to the Government of India.

4064/PSIC/2017  
A.S.KCM)

Copy to:

Shri Utpal Singh,  
Chief Secretary,  
Government of Uttarakhand,  
Secretariat,  
4B Shubhash Road,  
Dehradun -248001.

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1308

15/12/17

(भूपाल सिंह मनराल)  
अपर सचिव, कार्मिक,  
उत्तराखण्ड शासन।

US(P)न  
19/12/17

(दयाल सिंह)  
अपर सचिव  
उत्तराखण्ड शासन।

सौ. सुभाष च. त. क. लु.  
4064/PSIC/2017  
(दयाल सिंह) अनुभाग-3  
कार्मिक अनुभाग-3  
उत्तराखण्ड शासन।  
Sok-3  
19-12-17  
http://persmin.gov.in



सूचना  
का अधिकार

प्रदीप कुमार त्रिपाठी  
R. K. TRIPATHI  
स्थापना अधिकारी और  
अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
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सत्यमेव जयते

भारत सरकार  
कार्यिक और प्रशिक्षण विभाग  
कार्यिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001  
Dated the 13<sup>th</sup> October, 2017

Dear Sir / Madam,

Please refer to this Department's D.O. Letter No. 4/8/2008 dated 21.4.2015 (copy enclosed) communicating the decision for mandatory online filing of PARs for the year 2014-15 onwards in respect of IAS officers.

2. It was indicated in the letter that PARs recorded manually would not be allowed to be taken on record. It has, however, been noted that manual PARs from various Ministries/Departments are still being received in DoPT. Further, the autonomous organizations/attached offices and subordinate offices of Central Ministries/Departments where no more than one or two IAS officers are posted, are also initiating manual PARs, citing the reason that they find it difficult to introduce SPARROW for one or two officers.

3. In this regard, reference is invited to Rule 4(A) of the AIS (PAR) Amendment Rules, 2017 issued vide notification dated 15.6.2017 which inter-alia lays down the following rules regarding the recording of PAR:

- PAR shall be generated and written by the officer reported upon electronically in the form as specified in rules
- Comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant
- Political executives may record their comments manually and the PAR so recorded shall be uploaded electronically as per time frame specified in rule
- In certain cases, with the prior approval of the Government and for reasons to be recorded in writing, PAR may be generated and written manually as per the guidelines
- Prior approval of the Central Government, in consultation with DoPT, shall be taken in cases where permanent exemption from electronic filing of PAR is sought on the grounds of national security, etc. for a particular class of posts.

These rules are applicable in respect of the PARs where the officers have submitted their self-appraisal on or after 16.6.2017.

4. I would, therefore, request you to kindly ask the concerned authorities in your Ministry/Department to take necessary action on priority basis to ensure that the PARs of all the IAS officers, whether working in the Ministry/Department or in any of the organizations/institutions/offices under it, are generated and completed only in SPARROW, strictly adhering to the schedule specified in the rules. In case, any of the organizations under the Ministry are having no more than one or two officers, it is suggested that the Ministry may generate PARs in respect of such officers as the Secretary/Minister of that Ministry would be in the channel of submission of those officers as Reviewing/Accepting authority.

5. In case of any technical support with respect to operationalization of SPARROW, the support team may be contacted at e-mail id [support-sparrow@nic.in](mailto:support-sparrow@nic.in) or at the Telephone No.: 011-24305362.

With regards,

Encl: As above.

Yours sincerely,

(P.K. Tripathi)

All the Secretaries to the Government of India

<http://persmin.gi>

# MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

## NOTIFICATION

New Delhi, the 15th June, 2017

G.S.R. 596(E).—In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the State Governments, hereby makes the following rules further to amend the All India Services (Performance Appraisal Report) Rules, 2007, namely:—

1. (1) These rules may be called the All India Services (Performance Appraisal Report) Amendment Rules, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the All India Services (Performance Appraisal Report) Rules, 2007 (hereinafter referred to as the said rules), in rule 2, after clause (b), the following clause shall be inserted, namely:—

“(ba) ‘competent authority’ means the authority as mentioned in sub-rules (7A) and (7B) of rule 9 to decide the representation of the officer reported upon against performance appraisal report disclosed to the member of Service.”

3. In the said rules, after rule 4, the following rule shall be inserted, namely:—
- “4A (1) The performance appraisal report shall be generated and written by the officer reported upon electronically in the form as specified in Schedule 2.
- (2) The comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant.
- (3) The political executives may record their comments manually and the performance appraisal report so recorded shall be uploaded electronically as per time frame specified in Schedule 2.

Provided that in certain cases, with the approval of the Government and for reasons to be recorded in writing, performance appraisal report may be generated and written manually by the officer reported upon and any of the reporting authorities, that is, reporting or reviewing or accepting authority as per the guidelines specified by the Central Government from time to time :

Provided further that prior approval of the Central Government in consultation with Department of Personnel and Training shall be taken in cases where permanent exemption from electronic filing of performance appraisal report is sought on the grounds of national security, etc. for a particular class of posts.”

4. In the said rules, in rule 5,—

(i) for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing or accepting authority who is a government servant or the member of the Service reported upon relinquishes charge (other than retirement) of the post, and, in such a case, the report shall be written within the time frame as specified in Schedule 2 for completion of performance appraisal report in paragraph 9 of general guidelines for filling of the performance appraisal report form.”;

(ii) for the first and second provisos to sub-rule (3), the following provisos shall be substituted, namely:—

“Provided that only one report shall be written on a member of the Service for a particular period during the course of the financial year.

Provided further that if the member of Service occupies more than one post, the Government shall identify the post (substantive or additional charge) to report or review, well in advance of the relevant assessment year.”;

(iii) after sub-rule (3), the following sub-rule shall be inserted, namely:—

“(3A) In general one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time :

Provided that if more than one person supervises the performance of the member of Service for a given period of time, the Government shall identify the persons to report or review well in advance of the relevant assessment year.”;



(iv) sub-rule (7) shall be omitted.

5. In the said rules, in rule 6, sub-rule (4) shall be omitted.

6. In the said rules, in rule 7, sub-rule (2) shall be omitted.

7. In the said rules, after rule 7, the following rules shall be inserted, namely:—

**"7A. Restriction on reporting authority, etc. in certain cases.** - Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or accepting authority to write a performance appraisal report where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office.

*Explanation.*— For the purposes of this rule,—

(a) a Minister shall not be deemed to have demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office.

(b) a Minister shall be deemed to have demitted the office where pursuant to fresh elections, a new Council of Ministers has been reconstituted, even if the Minister who was in the earlier Council of Ministers finds a place in the new Council of Ministers with the same or different portfolio.

**7B. Treating performance appraisal report as non-est.** - The performance appraisal report, not recorded in terms of the provisions of these rules and instructions issued thereunder, shall be treated as non-est:

Provided that all the performance appraisal reports filed manually without approval of the Government to do so shall be treated as non-est."

8. In the said rules, in rule 9, —

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

"(1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed electronically to the officer reported upon, after finalisation by the accepting authority except in the cases where it is generated manually, to enable the officer reported upon to represent his case;"

(ii) for sub-rule (4), the following sub-rule shall be substituted, namely:—

"(4) The accepting authority shall within fifteen days from the date of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments and the comments of reporting and reviewing authority are required to be sought even if they have retired or demitted or relinquished office, and in case the comments of reporting and reviewing authority are not received within fifteen days from the date of receipt, it shall be presumed that reporting and reviewing authority have no comments to offer;"

(iii) for sub-rule (7), the following sub-rules shall be substituted, namely:—

"(7) If the accepting authority is of a level below the Minister in the State or in the Central Government, then the competent authority to decide the representation shall be one level higher than the accepting authority and in such cases, the accepting authority shall forward the comments of the officer reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority, and the comments of the accepting authority are required to be sought even if he has retired or demitted or relinquished office.

(7A) The competent authority shall consider the comments of the officer reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.

(7B) If the accepting authority is the Minister in the State (including the Chief Minister) or the Minister in the Centre, then the competent authority to decide the representation will be the accepting authority himself and in such cases the accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may



accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority, and the comments of the reporting and the reviewing authority are required to be sought even if he has retired or demitted or relinquished office.

(7C) If the competent authority has not seen the work for the reporting period, the representation shall be referred to the Referral Board."

(iv) in sub-rule (9), in clause (a), for the words, "and the accepting authority", the words "the accepting authority and the competent authority" shall be substituted;

(v) after clause (b) of sub-rule (9), the following proviso shall be inserted, namely: -

" Provided that where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, the Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report including the overall grade and the decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board."

9. In the said rules, for rule 10, the following rule shall be substituted, namely:-

"10. Memorial against assessment. - Nothing in these rules shall be deemed to preclude an officer from making a memorial within the period of ninety days to the President on the performance appraisal report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969;

Provided that in cases where due to unavoidable circumstances it is not possible to make a memorial under these rules within the said period of ninety days, the competent authority may relax the timeline for submission of the memorial."

[F. No. 11059/01/2016-AIS-III]

RAJESH KUMAR YADAV, Under Secy. (Services)

Note: The principal rules were published in the Gazette of India, vide number G.S.R. 197(E), dated the 14th March, 2007 and were subsequently amended as under:-

(i) G.S.R. 296 (E), dated 16th April, 2007,

(ii) G.S.R. 236 (E), dated 31st March, 2008,

(iii) Notification No. 11059/06/2010-AIS(III), dated the 22nd December, 2010,

(iv) Notification No. 11059/03/2012-AIS(III), dated the 19th February, 2013.

RAKESH SUKUL

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